

E-Mail ALPERSRU I/02

Subj: PROCEDURES FOR ACCESSING FORMER COAST GUARD MEMBERS UNDER THE LATERAL ENTRY PROGRAM

Ref: (a) [ALCOAST 132/02](#)
(b) [ALCOAST 033/02](#)
(c) [ALCGENL 011/02](#)
(d) [SDA-II User Manual, HRSICINST M5231.2 \(series\)](#)
(e) [Personnel and Pay Procedures Manual, HRSICINST M1000.2 \(series\)](#)
(f) [COMDTINST 7220.33, Reenlistment Bonus Programs Administration](#)
(g) [COMDTINST 7220.40, Coast Guard Enlistment Bonus \(EB\) Program](#)
(h) [ALPERSRU U/01](#)

Introduction This E-mail ALPERSRU clarifies procedures for accessing former Coast Guard members under the lateral entry program.

Discussion References (a), (b) and (c) announced the lateral entry program as a tool for workforce growth. Under the lateral entry program, former Coast Guard members, who are in critical ratings and who have been separated in the past three years, are offered the opportunity to reenlist in the Coast Guard.

As an enticement to come back on active duty, members reentering under the lateral entry program are eligible for:

- (a) A bonus – either a selective reenlistment bonus or an enlistment bonus; and
- (b) Service credit for advancement purposes for reserve active and inactive duty served in rate.

Procedures To access members under the lateral entry program, PERSRUs shall follow the procedures in chapter 7, section B, reference (d). These procedures are subject to the following exceptions/clarifications:

Discharge from Reserve (SDA II, Page 7-B-2) Many members accessed under the lateral entry program come from the inactive Reserve. In the case of these members, it is critical that a discharge transaction (P203) be submitted into PMIS/JUMPS the day prior to effective date of the accession/enlistment transactions.

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**CGHRMS
Transactions
(SDA II
Pages 7-B-3
thru 7-B-6)**

The following accession-related transactions must be input via the CGHRMS system:

- State tax information
- Federal tax information
- Address for tax purposes
- Dependency/Emergency data information
- Servicemembers' Group Life Insurance (and Family SGLI)
- Payment Option Election.

These transactions cannot be input into CGHRMS until approximately one week after the other accession transactions have been input into SDA-II and processed through PMIS/JUMPS.

Note: Data in CGHRMS will be present for recently separated members. Do not submit any of the above transactions until the member's status in CGHRMS has updated to reflect the accession. Changes entered while the system shows the member as separated are not passed to JUMPS.

**Creditable
Service
(SDA II
Pages 7-B-19
thru 7-B-22)**

Three of the most important data elements connected with the accession of a prior service member are:

- Pay Entry Base Date.
- Active Duty Base Date.
- Date of Rank.

The procedures for computing these three dates are contained in Appendix C of reference (e). The Date of Rank is used to compute a member's Time in Pay Grade in Present Rating (TIR) for enlisted advancement purposes. Reference (a) provides that all reserve and regular time in rate will be creditable for advancement purposes.

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**Bonuses
(SDA II
Pages 2-A-83
and 2-A-84)**

PERSRUs should **not** input an Active Duty Enlistment Bonus (H600) transaction for members entering under the lateral entry program. The PERSRU shall fax a copy of the Administrative Remarks (CG-3307) entry the member signed concerning bonus entitlement to HRSIC (MAS) at (785) 339-3760. HRSIC (MAS) will process the applicable bonus. Members who reenter the Coast Guard within 3 months of separation will be eligible for a selective reenlistment bonus under reference (f). Members who reenter the Coast Guard more than 3 months after separation will normally be eligible for an enlistment bonus under reference (g); the amount of the enlistment bonus will usually be \$5,000 (in lieu of the amount prescribed in reference (h)).

**Example
Computations
Of Pay
Entry Base
Date,
Active Duty
Base Date, and
Date of Rank**

EXAMPLE 1:

TT2 Jones is enlisting in the Coast Guard under the lateral entry program effective 4 April 2002. TT2 Jones previously served in the Regular Coast Guard on active duty from 16 June 1996 through 15 June 2000, and has been serving in the inactive Coast Guard Reserve since that time. He was promoted to TT2 on 1 January 1999.

TT2 Jones' base dates, computed under references (a) and (e), would be as follows:

- Pay Entry Base Date: 06/16/1996
- Active Duty Base Date: 04/04/1998
- Date of Rank: 01/01/1999

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**Example
Computations
Of Pay
Entry Base
Date,
Active Duty
Base Date, and
Date of Rank
(Cont'd)**

EXAMPLE 2:

BM1 Smith is enlisting in the Coast Guard under the lateral entry program effective 4 April 2002. BM1 Jones previously served in the Regular Coast Guard on active duty from 22 October 1990 through 31 October 2000. He joined the Coast Guard Reserve on 1 December 2000 and has been serving in the Reserve since that date. BM1 Smith was promoted to BM1 in the Regular Coast Guard on 1 July 1999. BM1 Smith performed active duty in the Coast Guard Reserve during the periods 15 January 2001 thru 28 January 2001, and 12 September 2001 through 12 November 2001.


BM1 Smith's base dates, computed under references (a) and (e), would be as follows:

- Pay Entry Base Date: 11/22/1990
- Active Duty Base Date: 01/10/1992
- Date of Rank: 08/01/1999

Questions

Questions may be directed to the [HRSIC Customer Service Team](#) at 785-339-3540.

Released by


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Deputy Director